

OCCUPATIONAL GROUP: Health Services

CLASS FAMILY: Allied Health

CLASS FAMILY DESCRIPTION:

This family of positions is comprised of health care practitioners with formal education and clinical training who are credentialed through certification, registration and/or licensure. They collaborate with physicians and other members of the health care team to deliver high quality patient care services for the identification, prevention and treatment of diseases, disabilities and disorders.

CLASS TITLE: Pharmacy Technician

DISTINGUISHING CHARACTERISTICS:

These positions perform work at the entry level assisting a pharmacist in dispensing medication and stocking medication, completing controlled drug medication sign out sheets. They may have direct contact with patients. Work is subject to immediate review by the pharmacist. These positions also perform some clerical duties within the pharmacy. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Fills patients medication orders under the supervision of the pharmacist; maintains related records.
- Types medication labels and attaches as appropriate.
- Labels, packages, codes and prices medications.
- Maintains patient medication profiles; makes adjustments when requested.
- Inspects departmental areas for outdated medications and replaces as necessary.
- Pre-packages medications in unit dose packages (under the supervision of the pharmacist); maintains related records.
- May deliver medications to patient care units; assists in filling drug carts for units.
- Assists in inspection and inventory of pharmacy stock.
- Attends facility-sponsored Pharmacy Technician in-service training program as required.
- Completes related reports; performs related clerical work.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic medical terminology and abbreviations, particularly those related to drugs and medications.
- Knowledge of drug names, uses, trademarks, and synonyms.
- Knowledge of federal and state laws, rules and regulations regarding the administration of drugs.
- Ability to properly formulate, package, label and deliver medications as required.

- Ability to successfully complete the required training within the six months of employment.
- Ability to observe pharmacy protocol and medication distribution system guidelines in carrying out duties.
- Ability to use metric pharmaceutical weighing and measuring devices for preparing and dispensing medications.
- Ability to maintain a medication inventory system.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or equivalent.

Experience: 2 to 3 years of full-time or equivalent part-time paid experience.

Education & Experience Substitution: None

Certificates, Licenses, Registrations: None

Note: Must successfully complete the required training program within six (6) months of employment as evidenced by certification of competency in the required knowledge, skills and abilities.

CLASS TITLE: Pharmacist 1

DISTINGUISHING CHARACTERISTICS:

These positions operate a pharmacy at a state facility. They conduct research and analyze prescription data for Drug Utilization Review Board, pharmacy contractors, and other entities as requested. These positions coordinate and/or supervise the distribution, delivery and pick-up of pharmaceutical products. They may supervise pharmaceutical unit and/or assign and oversee the work of others. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Dispenses medications according to physicians' orders and maintains drug control records.
- Prepares ointments, fills capsules with medication, and prepares and bottles solutions.
- Consults with medical staff on individual patient recommendations.
- Keeps staff informed of changes and innovations in the pharmaceutical field.
- Orders medications and pharmaceutical supplies.
- Coordinates and/or supervises the distribution, delivery and pick-up of pharmaceutical products.
- Inspects and inventories pharmacy stock.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of professional pharmacy.
- Knowledge of administrative practices involved in the operation of a pharmacy.
- Ability to learn state rules and regulations concerning pharmacy operations.

- Ability to compound medicines and preparations as directed by prescriptions and physicians.
- Ability to perform routine assays and tests to determine identity, purity, and strength of drugs.
- Ability to requisition, stock and dispense drugs, biological, surgical supplies and dressings.
- Ability to maintain records related to pharmaceutical work.

MINIMUM QUALIFICATIONS:

Education: None

Experience: None

Education & Experience Substitution: None

Certificates, Licenses, Registrations: Certificate of registration as a pharmacist issued by the West Virginia Board of Pharmacy.

CLASS TITLE: Pharmacist 2

DISTINGUISHING CHARACTERISTICS:

These positions perform professional work at the advanced level by providing expert pharmaceutical information statewide. They conduct research and analyze prescription data for Drug Utilization Review Board, pharmacy contractors, and other entities as requested. These positions act in a consulting capacity with doctors and health care teams, and with other state pharmacies. They supervise professional positions and are responsible for staying within a budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Audits drug programs, providing review and analysis.
- Advises appropriate staff as to each client's drug regimen; devises unique or non-standard drug regimen, when needed.
- Acts as a consultant to other state-supported health facilities.
- Represents agency in pharmacy-related communications.
- Inspects and inventories pharmacy stock.
- Provides administrative oversight of pharmacy facilities.
- Completes related reports.
- Performs, as necessary, all dispensing, preparing and recording of medications.
- Keeps pharmaceutical community informed of changes and innovations in the field.
- Dispenses medications in accordance with standard pharmaceutical practices.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of professional pharmacy.

- Knowledge of methods of drug audit and program review.
- Ability to assimilate and communicate innovative pharmaceutical information.
- Ability to provide administrative oversight of pharmacy program and staff.
- Ability to compound medicines and preparations as directed by prescriptions and physicians.
- Ability to perform routine assays and tests to determine identity, purity, and strength of drugs.
- Ability to requisition, stock and dispense drugs, biological, surgical supplies and dressings.
- Ability to maintain records related to pharmaceutical work.
- Ability to prepare clear and concise written reports.
- Ability to interact with all persons contacted during work to establish and maintain effective working relations.

MINIMUM QUALIFICATIONS:

Education: None

Experience: 3 to 4 years of full-time or equivalent part-time paid experience as a pharmacist, two of which have been in a supervisory capacity.

Education & Experience Substitution: None

Certificates, Licenses Registrations: Certificate of registration as a pharmacist issued by the West Virginia Board of Pharmacy

CLASS TITLE: Respiratory Therapist

DISTINGUISHING CHARACTERISTICS:

These positions provide comprehensive respiratory therapy services to patients, such as assessments, intervention, treatments, and documentation to increase function and independence for daily living. Works closely with physicians in the evaluation of patients and determination of restorative therapy needs. Work is performed under the supervision of a physician and is reviewed by observation of work and records evaluation. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assembles respiratory equipment and applies therapy to patients.
- Implements the written orders of the physician in relation to respiratory therapy procedures.
- Explains procedures to patients.
- Shows patients how to receive respiratory therapy to their best advantage.
- Assures the safe operation of equipment by removing electrical or other combustion hazards.
- Cleans, sterilizes, and performs preventive maintenance and minor repairs to respiratory equipment.
- Maintains records on patients receiving respiratory therapy.
- Makes monthly report of total amount of oxygen consumed and aerosol agents used.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the equipment and techniques used in respiratory therapy and pulmonary function testing.
- Knowledge of cardiopulmonary physiology and pathology.
- Ability to work therapeutically with patients.
- Ability to prepare clear and concise written reports.
- Ability to interact with all persons contacted during work to establish and maintain effective working relations.

MINIMUM QUALIFICATIONS:

Education: Successful completion of two-year program in Respiratory Therapy accredited by the AMA, Committee on Allied Health Education and Accreditation.

Experience: None

Education & Experience Substitution: Two years of full-time or equivalent part-time paid employment as a respiratory technician may substitute for the required education.

Certificates, Licenses, Registrations: None

CLASS TITLE: Respiratory Therapy Supervisor**DISTINGUISHING CHARACTERISTICS:**

These positions provide comprehensive respiratory therapy services to patients, such as assessments, intervention, treatments, and documentation to increase function and independence for daily living. They provide technical, administrative, and operational oversight for all cardiopulmonary services. These positions are responsible for financial decisions and budget control, performance management, planning, and direction. They supervise subordinate staff and ensure compliance of department to state and federal regulations. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assembles respiratory equipment and applies therapy to patients.
- Implements the written orders of the physician in relation to respiratory therapy procedures.
- Explains procedures to patients.
- Shows patients how to receive respiratory therapy to their best advantage.
- Assures the safe operation of equipment by removing electrical or other combustion hazards.
- Cleans, sterilizes, and performs preventive maintenance and minor repairs to respiratory equipment.
- Maintains records on patients receiving respiratory therapy.
- Makes monthly report of total amount of oxygen consumed and aerosol agents used.

- Direct and supervise the work of staff to ensure compliance to hospital and department policy.
- Responsible for financial decisions and budget control.
- Ensure compliance with state and federal regulations.
- Review staff reports for missed/late medication or medication errors.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the equipment and techniques used in respiratory therapy and pulmonary function testing.
- Knowledge of cardiopulmonary physiology and pathology.
- Knowledge of departmental regulations, policies and procedures
- Ability to work therapeutically with patients
- Ability to prepare clear and concise written reports.
- Ability to interact with all persons contacted during work to establish and maintain effective working relations.
- Ability to plan, assign, and coordinate the work of employees engaged in duties of a highly technical nature or administrative duties of a difficult nature.

MINIMUM QUALIFICATIONS:

Education: : Successful completion of two-year program in Respiratory Therapy accredited by the AMA, Committee on Allied Health Education and Accreditation

Experience: 1 to 4 years full-time or equivalent part-time paid experience in the area of assignment.

Education & Experience Substitution: Two years of full-time or equivalent part-time paid employment as a respiratory technician may substitute for the required training.

Certificates, Licenses, Registrations: None

CLASS TITLE: Psychology Specialist

DISTINGUISHING CHARACTERISTICS:

These positions, under the supervision of a Psychologist, develop and implement behavior modification plans/protocols, focusing on positive reinforcements. They counsel individuals and groups of patients on inappropriate behaviors and monitor behaviors. These positions administer and score tests and conduct intake interviews. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Develops group and individual treatment plans.
- Conducts psychological tests with clients as needed.

- Initiates referral procedures by interviewing clients, determining need for medical, psychological or social services and contacting appropriate units.
- Conducts mental status interviews.
- Participates in periodic unit staffing to help determine placement and treatment plans.
- Provides information about client's progress.
- Conducts initial assessments of new clients and documents findings in the ward charts.
- Develops psychological evaluations with minimal supervision.
- Counsels clients and families in developing plans to modify behavior.
- Develops behavior modification plans.
- Co-leads group therapy with limited supervision.
- Provides individual therapy with supervision via video or audio link or live observation.

KNOWLEDGE, SKILLS AND ABILITIES:

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- Knowledge of psychological testing procedures.
- Knowledge of mental status interview techniques.
- Knowledge of individual and group therapy techniques.
- Knowledge of theories of human growth and development.
- Knowledge of standards, practices and methods of psychology.
- Knowledge of departmental programs and goals.
- Ability to work with and secure the cooperation of the mentally or physically disabled.
- Ability to relate effectively to clients.
- Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in psychology from a regionally accredited college or university.

Experience: None

Education & Experience Substitution: None

Certificates, Licenses, Registrations: None

CLASS TITLE: Psychologist 1

DISTINGUISHING CHARACTERISTICS:

These positions perform full performance level professional work evaluating client status, devising treatments and assessing the progress of treatment. They investigate the physical, cognitive, emotional or social aspects of human behavior and provide mental health care to mentally and emotionally disturbed individuals. Work is overseen and assigned by a licensed Psychologist. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Administers and scores standardized psychological test batteries.

- Conducts background interviews with new admissions; forwards information to appropriate staff.
- Provides short-term supportive counseling to clients.
- Conducts individual or group psychotherapy under the supervision of a licensed Psychologist.
- Conducts informational conferences with family, staff, and social workers regarding psychological test findings.
- Develops, maintains and monitors treatment programs.
- Attends treatment team meetings and provides information concerning client progress.
- Monitors paraprofessional staff in the implementation of behavior-change techniques.
- Collects data and reviews literature for reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the standards, practices and methods in applied experimental, clinical, counseling, educational, measurements, or social psychology.
- Knowledge of the current developments and trends in the field of psychology
- Knowledge of departmental programs and goals.
- Knowledge of some of the techniques for observing and assessing behavior.
- Knowledge of the basic principles and practices of behavioral change and modification.
- Knowledge of statistical techniques used in the validation of tests, and in the study of behavior.
- Ability to administer and score psychological tests.
- Ability to interpret statistical measures, to prepare statistical charts and graphs and to write clear, concise reports.
- Ability to establish client rapport.

MINIMUM QUALIFICATIONS:

Education: Master's Degree from a regionally accredited college or university.

Experience: None

Education & Experience Substitution: Temporary permit or license from the West Virginia Board of Examiners of Psychologists may substitute for the required major

Certificates, Licenses, Registrations: None

CLASS TITLE: Psychologist 2

DISTINGUISHING CHARACTERISTICS:

These positions, under limited supervision, coordinate psychological services. They investigate the physical, cognitive, emotional or social aspects of human behavior and provide mental health care to mentally and emotionally disturbed individuals. These positions have supervisory responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.):*

- Selects, administers and interprets psychological tests tailored for individual clients.
- Prepares a comprehensive client evaluation based on initial interviews, standardized test batteries, follow-up interviews and individualized tests.
- Designs and implements client treatment programs based on previous test results and interviews; monitors treatment program and modifies as necessary.
- Conducts individual and group psychotherapy utilizing advanced psychological techniques.
- Trains paraprofessional staff and student interns; conducts in-service training programs.
- Supervises subordinate staff personnel in a particular ward, cottage or unit.
- Assists subordinate professionals in the preparation of psychological reports and test interpretation.
- Attends treatment team meetings and provides information on client progress and on future treatment plans.
- Conducts information conferences with various individuals and agencies concerning client treatment and/or behavior.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the standards, practices, and methods in applied experimental, clinical, counseling, educational, measurement, or social psychology.
- Knowledge of current developments and trends in the field of psychology.
- Knowledge of departmental programs and goals.
- Knowledge of psychological tests, tools, and techniques.
- Knowledge of medical, social, and placement program services.
- Ability to administer, score, and interpret psychological tests.
- Ability to interpret statistical measures, to prepare statistical charts and graphs, and write clear, concise reports.
- Ability to analyze raw data and draw inferences based on that analysis.
- Ability to establish client rapport.
- Ability to supervise and train professional psychological staff.
- Ability to prepare written reports and make oral presentations

MINIMUM QUALIFICATIONS:

Education: Master degree in psychology from a regionally accredited college or university.

Experience: None

Education & Experience Substitution: None

Certificate or Licensure: Licensed Psychology

CLASS TITLE: Psychology Director

DISTINGUISHING CHARACTERISTICS:

These positions perform highly skilled professional work planning, implementing and directing specialized psychological services. They supervise professional psychological and support staff. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, develops, implements, directs, coordinates, and manages the overall psychological treatment programs.
- Evaluates departmental service levels in relation to professional and/or court ordered standards.
- Develops, oversees, and evaluates psychological testing, evaluation, and treatment services for clients and staff.
- Provides reports and evaluations of behavioral programming, staff accountability and performances, and unit or facility performance.
- Appears in court hearings to provide testimony as an expert witness.
- Administers psychological diagnostic tests, synthesizes, and evaluates results.
- Conducts psychotherapy sessions, both group and individual.
- Completes written client evaluation reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standards, practices, and methods in applied clinical, counseling, educational, measurement, experimental, or social psychology.
- Knowledge of current developments and trends in the field of psychology.
- Knowledge of departmental philosophy, programs, and goals.
- Knowledge of psychological tests, tools, and techniques.
- Ability to supervise and train professional and other personnel.
- Ability to provide expert court testimony.
- Ability to develop long-range department goals and direct staff in their implementation.
- Ability to manage professional and support staff in the delivery of services at diverse locations.
- Ability to establish client rapport.
- Ability to prepare written reports and make oral presentations.

MINIMUM QUALIFICATIONS:

Education: Master degree from a regionally accredited college or university in Psychology.

Experience: 4 to 6 years of full-time or equivalent part-time paid experience in the field of psychology, researching or teaching, or practicing psychological counseling

Education & Experience Substitution: Doctorate degree in psychology from an accredited college or university may be substituted for two years of the required experience.

Certificate or Licensure: Must be a licensed psychologist.

CLASS TITLE: Physician Assistant**DISTINGUISHING CHARACTERISTICS:**

These positions provide healthcare services typically performed by a physician, under the supervision of a physician. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.):*

- Takes patient's history and records patient's progress; evaluates patient's health status from patient's history, examination, and lab work.
- Performs routine and special examinations in order to screen medical problems.
- Requests routine laboratory studies, X-rays, EKG's, etc.
- Consults with supervising physician when necessary regarding appropriate patient treatment.
- Provides therapeutic treatment according to physician's standing orders such as: control of external hemorrhage; venipuncture; intradermal tests; electrocardiogram; application of dressings and bandages; administration of medications; intravenous fluids and transfusion of blood or blood components; cardiopulmonary resuscitation; auditory screening; visual screening; and aseptic and isolation techniques.
- Instructs patients in health maintenance.
- Conducts educational program for non-professional staff.
- Initiates appropriate evaluation and emergency management for emergency situations, within defined limits.
- Starts I.V. solutions and administers I.V. medications.
- Applies and removes casts and traction devices

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the natural sciences, i.e., anatomy, physiology, biochemistry, pathophysiology, pharmacology, and microbiology.
- Knowledge of laboratory and clinical medicine.
- Knowledge of developmental and behavioral psychology, and medical ethics.
- Knowledge of patient evaluation; of patient education and counseling techniques.
- Knowledge of internal medicine, general surgery, surgical sub-specialties, obstetrics and gynecology, dermatology, emergency medicine and psychiatry.
- Skill in physical examination methods.
- Skill in routine clinical procedures; in laboratory techniques; and the interpretation of data as related to the patient.
- Ability to perform physical examinations and routine clinical procedures.
- Ability to relate and interpret medical data and to identify normal and abnormal findings.

MINIMUM QUALIFICATIONS:

Education: Graduation from a program of instruction in primary health care for physician assistants approved by the American Medical Association or the American Podiatry Association.

Experience: None

Education & Experience Substitution: None

Certificates, Licenses, Registrations: None

Special Requirements: Permanent or temporary certification by the West Virginia Board of Medicine as a Physician Assistant.

CLASS TITLE: Physician

DISTINGUISHING CHARACTERISTICS:

These positions, at the full performance level, conduct physical and neurological examinations of patients. They diagnose, treat and help prevent physical diseases and injuries that commonly occur in the general population. These positions direct nurses, aides and others in the care and treatment of patients. They prescribe drugs and other treatments of patient. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.):*

- Performs physical examinations, obtains medical histories and makes rounds; writes progress notes and reports on patients.
- Communicates with patients and relatives explaining the nature of the illness.
- Diagnoses physical disorders and prescribes medical treatment.
- Consults with other professional medical staff concerning prescribed medical treatment and issues requiring improvement in the medical program.
- Prescribes and directs various therapy activities.
- Reviews medical evidence to determine eligibility for treatment and benefits.
- Promotes good health practices and advises local personnel on health problems.
- Answers emergency calls at small institutions or when scheduled at a large hospital.
- May establish and participate in new clinics.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current standards and practices in the field of general medicine and surgery.
- Knowledge of community health, economics, and social problems.
- Knowledge of functions and problems of organization, development, and supervision involved in administration.
- Knowledge of principles and practices of preventive medicine and of medical jurisprudence.
- Ability to deal effectively with people in medical and related professions.

- Ability to interpret medical policies, practices, and procedures to staff and the general public.
- Ability to plan and execute work effectively and maintain records and make required professional and technical reports.
- Ability to evaluate medical situations and make decisions concerning treatment.
- Ability to examine and diagnose patient, and prescribe and administer necessary treatment.

MINIMUM QUALIFICATIONS:

Education: None

Experience: None

Education & Experience Substitution: Certificate or Licensure: License to practice Medicine in West Virginia

Certificates, Licenses, Registrations: None

CLASS TITLE: Physician Director

DISTINGUISHING CHARACTERISTICS:

These positions are responsible for the direction of administrative and professional medical work overseeing, through supervisors, the day-to-day operations of a department, facility, or county health department. Typically, these positions do not provide direct patient care. They exercise considerable independent judgment and discretion in the interpretation and the application of laws, procedures and regulations. These positions determine program objectives and standards. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Determines the program objectives and standards for the county health department or state facility working within the policy guidance of the local board of health and/or the state health department and all applicable health laws;
- Confers with appropriate governing body on policy formulation and interpretation of current policy.
- Plans and approves general administrative and medical activities for county health department or state facility; provides administrative supervision and technical guidance to nurses and other technical/medical staff.
- Determines the proper limit of lower level supervisory authority; delegates day-to-day supervisory responsibilities to full-time administrative personnel.
- Evaluates the performance of unit supervisors.
- Prepares or directs the preparation of correspondence, educational material, administrative reports, financial and budgetary statements; maintains proper fiscal control by approving purchases and evaluating the cost effectiveness of new programs.
- Advises personnel on the conduct of medical procedures, the interpretation of regulations and on administrative, personnel and budgetary matters.

- Confers with and talks to various local officials, local civic groups, state officials, and professional organizations to explain and promote department programs, financing problems, and to coordinate mutual program objectives.
- May perform a variety of medical examination and diagnostic screening procedures relating to such health areas as: athletics, child health, prenatal care, family planning, communicable disease control, mental stability, geriatric wellness and AIDS control.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the theory, principles and practices of general medicine and techniques involved.
- Ability to exercise judgment and discretion in applying and interpreting policies and procedures.
- Ability to direct and evaluate the work of health professionals and administrative supervisors.
- Ability to analyze and evaluate programs and resource allocation choices; ability to make recommendations relating to fiscal and budgetary control.
- Ability to stimulate initiative, encourage independent effort and plan programs to allow maximum delegation of day-to-day operational authority.
- Ability to maintain effective relationships with local and state officials, civic groups, staff, and clients.

MINIMUM QUALIFICATIONS:

Education.: None

Experience: Two years of experience in the practice of medicine or osteopathy

Education & Experience Substitution: None

Certificates, Licenses, Registrations: License to practice Medicine in West Virginia re: